

Travel Expenditures Report

This report should be run for a selected period.

Description of Columns presented:

QTD – This column presents amounts for the periods requested in the report parameters. This will only include vouchers paid since November 1, 2003.

YTD – This column presents the fiscal year to date amounts. This will only include vouchers paid since November 1, 2003.

Reconciliation to other reports:

The total for a month should balance to the totals for the Major Class 522000 on the 6 Digit Object of Expenditure report for the same period. Differences may appear when a voucher is posted in one month and the payment is actually in the next month. Using the report downloaded in an Excel worksheet will allow reconciliation by detail account.

Other Information:

This information for this report can be downloaded to an Excel worksheet when it is run as a query.